

NEW JERSEY DIVISION OF RATE COUNSEL

NOTICE OF VACANCY



LEGAL SECRETARY 2

SALARY RANGE: \$ 36,158.13 - \$50,644.71 (A13)

WORKWEEK: 35 Hour Workweek

POSTING PERIOD FROM: April 12, 2016

TO: April 26, 2016

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide (open to Treasury employees)
☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Division of Rate Counsel
140 East Front Street
Trenton, New Jersey

JOB DESCRIPTION: Under supervision of an attorney within the Division of Rate Counsel, assists in the timely preparation and service of legal briefs, discovery, testimony and other documents; prepares legal documents that are professional in form and content, mailed and/or hand delivered within established timelines; prepares requests for proposal (RFP), service lists and/or letters for new cases as assigned by attorneys or paralegal within established timelines; maintains calendars for assigned attorneys; prepares state required forms for assigned attorneys; opens files for new cases within five days of receipt; ensures all working files are current and organized; disseminates periodicals to attorneys and maintains periodical binders; performs office duties, such as copying, answering phones, filling in for receptionist on breaks, deliveries, and maintaining files on an as-needed basis; does other job related duties upon request.

REQUIREMENTS: Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

Experience: One (1) year of experience in transcribing or typing legal dictation or documents.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

SPECIAL NOTE: The preferred candidate will be proficient in Microsoft Office Suite (Outlook, Word, Excel, Access and PowerPoint). In addition, knowledge of Adobe Acrobat/Reader (.PDF Program) and Corel Word Perfect would be a plus. Experience with office equipment such as postage, fax and copy machines is preferred.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: LEGAL SECRETARY 2)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:

A handwritten signature in black ink, appearing to read "Douglas J. Ianni".

Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer